

Board Preparation Checklist

☐ Determine Board Convene Date & Eligibility:

- Know when your board is supposed to meet. The entire board schedule for the FY can be viewed by going to Army Knowledge On-line or HRC On-line...
<https://www.hrc.army.mil/site/active/select/OfWoProm.htm>
- View the MILPER message <https://perscomnd04.army.mil/milpermsgs.nsf> . MILPER messages are normally published 120 days prior to board convene dates.
- Know the OER CUTOFF date posted in the MILPER message. Ensure your latest OER is received at HRC "ERROR FREE" on or before the OER cutoff date.

☐ DA Photo (AR 640-30)

- **Current within 5 years.** If you are concerned about your selection, we recommend you have a photo taken within a year of your board or earlier to account for significant changes (awards, badges, etc.).
- **Deploying? Get one taken before you leave.**
- **Redeployed?** You should have one taken within 90 days after reassignment to an area where facilities are available.
- The Army standard is Class A. BDUs/DCUs will not be accepted.
- Ensure your uniform and authorized permanent accessories, decorations and insignia are properly worn (AR 670-1). Have someone look at your uniform BEFORE you take your photo.
- Take someone with you to your photo appointment (peer, NCO, superior) to ensure that you are not awkwardly positioned and that all of your accoutrements are properly aligned.
- Have someone in your chain of command review your photo before submission.

☐ Update your ORB (common errors)*

- Current duty Title incorrect: "Incoming/excess Personnel", "Known Loss" - not acceptable.
- Assignment history is incorrect
- Height/Weight significantly inconsistent with your last evaluation (integrity issue?)
- Current Component (i.e. USAR or RA) is incorrect
- Awards and Decorations missing (specifically awards for Valor or higher than Bronze Star)
- Date of last OER outdated (thru date greater than 15 months before board's convene date)
- Military Education Level is incorrect
- Overseas duty assignment(s) (if applicable) not accurate

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- Notify career manager to have new ORB added to board file
- Security Clearance out of date
- Physical out of date

☐ OERs (common errors)

- Lateness. Your board file should have your latest evaluation report (OER/AER) current within 15 months of the board's convene date (annual requirement +90 days processing). After a certain point in the board's process, late evaluations will not be accepted. See MILPER message for specific guidance.
- Duty title is not accurate (limit the use of Acronyms)
- Ensure you sign it (if at all possible)

☐ Letters to the board president*

- Officers eligible for consideration may write to the board to provide documents and information calling attention to any matter concerning them selves that they consider important to their consideration.
- Written memorandums sent to a promotion selection board will be considered if received not later than the date the board convenes.
- Do not criticize or reflect on the character, conduct, or motives of any officer under consideration by the board unless otherwise authorized by AR 600-8-29 (http://www.army.mil/usapa/epubs/pdf/r600_8_29.pdf).
- Do not forward correspondence directly to the board by other parties on behalf of any officer except when provided as an enclosure to a memorandum from the officer being considered.
- Memorandums should be addressed to President (appropriate promotion board), AHRC, ATTN: AHRC-MSB, 200 Stovall Street, Alexandria, Virginia 22332-0441.
- Use your best judgment when deciding whether or not to write a letter to the board. A letter can highlight and make an issue of something in your file which you are trying to explain, resulting in exactly the opposite effect of what your original intent was for writing the letter.
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☐ Review and certify your board file

- Officers are expected to review their board file upon receipt of email notification that they are eligible for an upcoming selection board.
- A comment section is placed within the MBF application to allow officers to communicate with their career managers about ongoing actions/corrections to the board file.
- Once a board file is certified another email notification will be sent whenever a document has been added or changed such as a new photo, new OER or an updated ORB. The board file remains certified if no further action is taken. The officer has the option to review changes and recertify up until three days prior to the convene date of the board.

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* When preparing your file for a board, remember that board members represent different branches, backgrounds and specialties. Acronyms common to you or your branch may not be understood by other members of the board.

Frequently asked Questions

(FAQs)

How much time does a board spend reviewing my file?

(A) Depending on the size of the board (total population) and your zone of consideration, each board member typically spends one to five minutes per file. In and Above the zone files are generally reviewed for approximately two to three minutes. Below the Zone files are first reviewed during a screen vote for approximately one to two minutes. The board will then conduct a second vote of higher quality files that possess solid potential for BZ selection. During the second BZ vote, boards typically review each file for approximately two to three minutes.

What input does Branch have in the selection process?

(A) NONE. 30 days prior to the board's convene date assignment officers review the actual board files for two weeks to ensure accuracy. Once their review is complete, the DA Secretariat Board Recorders conduct a final check for completeness prior to voting. Officer management branches DO NOT provide OMLs of their "top" people to the board. Files are distributed to board members randomly.

Frequently asked Questions

(FAQs)

What OER / Administrative information is briefed to the board?

(A) DODI 1320.14 allows administrative information to be briefed to the board. The board receives an information briefing on the two types of OER's, the 67-8 and the 67-9. Part IV "Professionalism" block check is explained, how to identify small populations, small Senior Rater Profiles, and numerous examples of different types of Rater and Senior Rater comments.

What are the most important things to do prior to my next board?

(A) Ensure that your OMPF, photo and ORB are up to date.

Are there racial, ethnic or gender requirements?

(A) There are NO race, ethnic or gender requirements. Officers are promoted based on merit and branch/skill requirements. The military monitors the selection and promotion rates of all personnel.

Frequently asked Questions

(FAQs)

Are letters to the Board President (LTBP) needed/recommended? (A) Officers eligible for consideration may write to the board to provide documents and information calling attention to any matter concerning themselves that they consider important to their consideration. They are not required.

Prudence should be used when deciding whether or not to write a letter to the board president. If there is something in your file that you feel needs an explanation, write a letter that clarifies the issue. Keep it brief and to the point. Keep in mind that a letter will only draw attention to the issue you are explaining. Use your best judgment.

What OER's are masked if any? (A) For commissioned officers Year Groups (YGs) 1984 and earlier - no OER's are masked; YGs 1985 and 1986 - 2LT OER's are masked; and YG 1987 and later - all LT's OER's are masked. Warrant officer WO1 OERs are masked upon their promotion to CW3.

Frequently asked Questions

(FAQs)

Do I need to certify My Board File?

(A) No. It is not required to certify your board file. HOWEVER, a certified board file demonstrates to the board that you are serious about your career. It creates a first impression. A certified or reviewed board file conveys to the board members that the information in the board file is correct and up to date. If an officer is unable to certify his/her file before a board, the officer's file still goes in front of the board and the recorders will announce that some files are not certified and it should not be held against the officer.

Regarding board files, what items or areas do board members often question?

(A) Board members frequently ask why officers have old photos, why the PULHES data on the ORB is out of date and why are officers missing OER's.